

ADMINISTRATIVE
INTERNAL USE ONLY

1 JUL
1975

MEMORANDUM FOR: Executive Assistant/OP

SUBJECT : Files Destroyed in 1973

1. The following information is submitted, apart from that Mrs. [] is furnishing you, regarding files destroyed in CPD during 1973:

A. Chrono copies of contracts, extensions of contracts and contract amendments. These are routinely destroyed every three months since a copy of each is retained in the CPD file of each individual.

B. PERCON machine listings. These are routinely destroyed, however, a copy of the alpha name listing by directorate is retained since PERCON was instituted in 1969. Thus the basic information in those PERCON listings destroyed has been retained in the alpha name listings.

2. No other files were destroyed in CPD in 1973.

[]
Chief
Contract Personnel Division

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